

## COMMUNICATION-SKILLS CHECKLIST

Feedback for \_\_\_\_\_

<b>Feedback provider:</b> Please check the boxes to the right that apply to you.	English as a First Primary Language		Management	
	Non-native American English Speaker		Colleague	

### I. Verbal Communication

Please assess each of the following areas on the scale of 1-9	Needs to Improve a Lot			Needs Some Improvement			Performs Very Well									
	1	2	3	4	5	6	7	8	9							
1. General ability to be understood																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="3" style="width: 25%; padding: 5px;">Please circle item(s) that significantly impact your ability to understand this person.</td> <td style="width: 35%; padding: 5px;"><input type="checkbox"/> <i>Clarity of pronunciation</i></td> <td style="width: 40%; padding: 5px;"><input type="checkbox"/> <i>Ability to get to the point</i></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> <i>Organization of message</i></td> <td style="padding: 5px;"><input type="checkbox"/> <i>Uses too many general terms</i></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> <i>Voice projection</i></td> <td style="padding: 5px;"><input type="checkbox"/> <i>Non-verbal communication, such as gestures detract from verbal message</i></td> </tr> </table> <p style="margin-top: 10px;">Please comment:</p>										Please circle item(s) that significantly impact your ability to understand this person.	<input type="checkbox"/> <i>Clarity of pronunciation</i>	<input type="checkbox"/> <i>Ability to get to the point</i>	<input type="checkbox"/> <i>Organization of message</i>	<input type="checkbox"/> <i>Uses too many general terms</i>	<input type="checkbox"/> <i>Voice projection</i>	<input type="checkbox"/> <i>Non-verbal communication, such as gestures detract from verbal message</i>
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	<input type="checkbox"/> <i>Voice projection</i>	<input type="checkbox"/> <i>Non-verbal communication, such as gestures detract from verbal message</i>														
2. Speech rate (speaks at an effective rate)																
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	<input type="checkbox"/> <i>Hesitant</i>	<input type="checkbox"/> <i>Appropriate</i>														
3. Combines words properly to form sentences when speaking																
4. Vocabulary (seems to have the proper words to express himself/herself)																
5. General comprehension (ability to understand you and others)																

## II. Interpersonal Communication

Please assess each of the following areas on the scale of 1-9	Needs to Improve a Lot			Needs Some Improvement			Performs Very Well		
	1	2	3	4	5	6	7	8	9
1. Listens interactively									
2. Avoids interrupting									
3. Asks appropriate clarifying questions to get needed information									
4. Summarizes accurately what others say									
5. Finds out what other people think									
6. Shares information appropriately with others									
7. Contributes ideas to a meeting									
8. Builds effective job-related networks									
9. Effectively uses language to sell or influence									
10. Asserts his/her rights									
11. Deals with differences of opinion									
12. Gets a message across in conflict situations									
13. Reaches mutually agreed to solutions									
14. Makes suggestions									
15. Appropriately makes it clear what he/she wants others to do									
16. Appropriately provides positive feedback to others									
17. Appropriately accepts feedback and positive comments from others									
18. Handles emotions appropriately in business settings									
19. Avoids being judgmental, encouraging dialogue									
20. Avoids making destructive comments that damage professional relationships									
21. Effectively shares credit with others and shows appreciation of others' contributions									
22. Appropriately accepts responsibility; does not make excuses									
<b>Please comment on any of the above items:</b>									

### III. Oral Presentation

Please assess each of the following areas on the scale of 1-9	Needs to Improve a Lot			Needs Some Improvement			Performs Very Well		
	1	2	3	4	5	6	7	8	9
1. Overall quality of Oral presentations									
2. Organization of presentations is evident and easy to track.									
3. Purpose of presentations is clear									
4. Presentations are appropriate to the audience's needs, interests, etc.									
5. Connects with the audience, i.e., good eye contact, animated, appropriate gestures, engages the audience.									
6. Handles questions appropriately									
7. Uses an appropriate number of slides									
8. Slides are not busy; main point of slide is clear									
<b>Please comment on any of the above items:</b>									

How familiar are you with this person's oral presentation skills (check all appropriate):

Types of Presentations	Number of Times you have seen the person present				
	NA or 0	1-2	3-5	6-10	10+
Technical {Science or technology related}					
Business {about strategy, competitive threats, finance, etc.}					
Managerial Processes {about leading, teams, budgets, etc.}					

**IV. Written Communication**

Please assess each of the following areas on the scale of 1-9	Needs to Improve a Lot			Needs Some Improvement			Performs Very Well		
	1	2	3	4	5	6	7	8	9
1. Content is well organized									
2. Writing is clear and concise									
3. Effectively uses written language to sell or influence									
4. Writing is correct:									
<input type="checkbox"/> Sentence Structure									
<input type="checkbox"/> Grammar									
<input type="checkbox"/> Punctuation									
<input type="checkbox"/> Spelling									
<input type="checkbox"/> Word Choice									

**What kind of documents do you routinely read that this person has written (check all appropriate):**

Protocol outlines	
Reports	
Submission documents	
Emails	
Slide presentations	
Memos	
Other (describe):	

**In your opinion, what would improve this person's communication the most?**

**Any additional comments related to the above items:**